COPY

~~B-10~~
B-12

Office for Emergency Management
OFFICE OF DEFENSE HEALTH AND WELFARE SERVICES

FAMILY SECURITY CIRCULAR NO.12

SUBJECT: DAY CARE OF CHILDREN OF WORKING MOTHERS

An agreement has been reached by the Office of Defense Health and Welfare Services, the Federal Works Agency, and the Bureau of the Budget to provide for the day care of children of working mothers under the Community Facilities Act (Public Law 137-77th Cong.). Such care may be provided through the establishment or expansion of day-care centers, nursery schools, and the development or expansion of other appropriate programs.

Applications for day-care facilities and for the operation of such facilities will be filed by the appropriate local authorities in accordance with the procedure followed for other applications under the Community Facilities Act. Such applications will be processed through the Office of the Regional Director of Defense Health and Welfare Services. The U.S. Children's Bureau and the U.S. Office of Education have been designated by the Office of Defense Health and Welfare Services as th certifying agencies for these applications.

The Children's Bureau will be the technical agency to certify the need for day-care centers and related day-care services not part of the school program and sponsored by local departments of public welfare or other appropriate local agencies. It is agreed by the Office of Defense Health and Welfare Services and the Children's Bureau that the State Welfare Department will be the agency responsible for supervising the operation of facilities certified through the Children's Bureau. Before the Children's Bureau will certify applications submitted by local communities, they must be approved by the State Welfare Department.

The U.S. Office of Education will certify applications made by local school authorities for the extension of school facilities in defense areas for the care of children before and after school hours, for the development and extension of provisions for meals and helath services. The State Department of Education will be the state agency responsible for supervising the operation of facilities certified through the U.S. Office of Education.

The Children's Bureau regional child welfare consultants and the specialists on school facilities of the Office of Education will be responsible for making technical recommendations to the Regional Director of Defense Health and Welfare Services and to the heads of their respective agencies in connection with applications for facilities. They will review the applications and report their findings in regard to the apparent need for the proposed establishment or extesnion of services.

It is contemplated that any programs established will, insofar as possible, require payment for the services rendered, particularly if both parents are working.

Summarized from memoranda issued by:
Office of Defense Health and Welfare Services,
Feb.2,1942
U.S.Office of Educ.,Jan.30,1942
U.S.Children's Bureau,Jan.22,1942

E. L. S.

U. S. DEPARTMENT OF LABOR
CHILDREN'S BUREAU
WASHINGTON

February 18, 1942.

Miss Marjorie Rice,
Visiting Counselor, San Joaquin
County Schools,
Health Center,
City Hall,
Lodi, California.

Dear Miss Rice:

In response to your letter of February 5 addressed to Miss Lenroot: We have transmitted a copy of your letter to Miss Martha Chickering, Director, State Department of Social Welfare, Sacramento, since this Department is in a position to give advice on the subject of day-care facilities, based upon first-hand knowledge of situations in various communities.

Enclosed is a copy of an article on "A Community Program of Day Care for Children of Mothers Employed in Defense Areas" and also a statement regarding "Procedures and Requirements" for obtaining community facilities funds for day-care centers. The State Department of Social Welfare is in the best position to interpret the application to the situation in San Joaquin County.

Sincerely yours,

Emma O. Lundberg,
Director of Special Projects.

EOL:ee
Enc.

cc - Miss Chickering

Lodi Health Center
City Hall - Lodi
March 18, 1942

Mrs. Edwina Bary
Field Agent,
State Department of Social Welfare
616 K Street
Sacramento, Calif.

Dear Mrs. Bary:

Since our meeting at the Council of Social Agencies luncheon in Stockton in February, the day nursery committee of the Lodi Coordinating Council has been studying material relative to such a program. The committee, of which Miss Amy Boynton is chairman, has made special use of the material you sent. A general report will be presented at the next Lodi Coordinating Council meeting, Thursday, March 26, at 7:30 P.M. We are wondering, therefore, if you would be visiting in this area before that date and could discuss the problem in greater detail with the committee. Perhaps, too, you could attend the meeting.

Very truly yours,

(Mrs.) Ethel J. Strange, P.H.N.

ES/mwb

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA
Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
March 20, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS
ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO
BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

Mrs. Ethel J. Strange
Public Health Nurse
Lodi Health Center
City Hall
Lodi, California

My dear Mrs. Strange:

Thank you for your letter of March 12 about the work of the Day Nursery Committee of the Lodi Coordinating Council.

My itinerary calls for me to be in Stockton next week where I can be reached at the county welfare department.

I am planning, however, to get in touch with you regarding the time and place of meeting.

Very sincerely yours

MARTHA A. CHICKERING, Director

By Edwina C. Barry

(Miss) Edwina C. Barry
Field Representative

WALTER F. DEXTER
SUPERINTENDENT OF PUBLIC INSTRUCTION
AND DIRECTOR OF EDUCATION

GEORGE C. MANN
CHIEF OF DIVISION
VERNE S. LANDRETH
CHIEF, BUREAU OF ADULT CIVIC EDUCATION
LEO JONES
CO-ORDINATOR
FEDERAL EDUCATIONAL PROJECTS

LOS ANGELES OFFICE
311 SOUTH SPRING STREET
CLIFFORD BURR
SUPERVISOR

SAN FRANCISCO OFFICE
660 MISSION STREET
PHILIP D-B. PERHAM
SUPERVISOR

STATE OF CALIFORNIA
DEPARTMENT OF EDUCATION
DIVISION OF ADULT AND CONTINUATION EDUCATION
WPA EDUCATION PROGRAM
311 STATE BUILDING, CIVIC CENTER
LOS ANGELES, CAL.

April 13, 1942

Miss Amy Boynton
305 West Pine Street
Lodi, California

Dear Miss Boynton:

Thank you for your invitation to come to Lodi Wednesday, April 15. I shall meet you at the library at 11:30 A. M. I shall be very glad to attend the District P.T.A. luncheon and to meet at any time you wish with Mr. Crandall, President, Coordinating Council.

Mr. J. O. Boyd, WPA District Supervisor, will come with me from Sacramento. Lodi is in the Sacramento District, and Mr. Boyd would have the responsibility for securing personnel if we find we can establish a nursery school in Lodi.

Sincerely,

Eileen M. Niemeyer

Eileen M. Niemeyer
Assistant State Supervisor
Nursery Schools
Education Program
660 Mission Street
San Francisco

EMN:FB

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA
Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
April 17, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS
ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO
BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO: Lodi Coordinating
Council
SJ cc DN

Miss Charlotte Hepper
c/o U. S. Employment Service
125 North Stockton Street
Lodi, California

Dear Miss Hepper:

We are writing you again at the request of Miss Barry, our representative in your district, who has discussed with us the day care project in which your community is interested. Miss Barry thought that you might like to know that Dr. Lovisa Wagoner at Mills College has been doing something in connection with the training of volunteers for this type of work, as well as with the training of professional people. If you would care to write to her, she might be able to give you some constructive suggestions in connection with personnel.

I am not sure whether you have received a copy of our requirements for foster day care for children. This was written to serve as a general guide for this type of care in private homes, and you might be interested in reading it.

On Sunday and Monday afternoons, April 19 and 20th, the Child Welfare League of America is meeting in San Francisco to discuss the whole problem of day care. The meetings will be held at 2:30 in the afternoon at the Empire Hotel. There will be a small registration fee. It may be that someone from your committee might be interested in attending and listening to or participating in the discussion.

If any of us can be of any further help, please let us know.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By Kathryn H. Switzer
(Mrs.) Kathryn H. Switzer, Ass't Supervisor
Division of Boarding Homes and
Institutions for Aged and Children

383/591
Attachment

FORM BHC 14, REVISED JANUARY, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
MINIMUM REQUIREMENTS FOR
DAY CARE FOR CHILDREN IN
PRIVATE HOMES

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
DIVISION OF BOARDING HOMES AND INSTITUTIONS

995 MARKET STREET, SAN FRANCISCO
1101 WASHINGTON BUILDING, 311 SOUTH SPRING STREET, LOS ANGELES
616 K STREET, SACRAMENTO

MINIMUM REQUIREMENTS FOR DAY CARE FOR CHILDREN IN PRIVATE HOMES

LICENSE REQUIREMENTS

No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department:

(a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.

(b) "Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption." (Sec. 1620 Wel. and Inst. Code.)

"The State Department of Social Welfare shall make such rules and regulations as it deems best for the proper administration of this chapter and may delegate such of its authority as it deems best to an approved and accredited inspection service." (Secs. 1621 and 1622 Wel. and Inst. Code.)

"A permit or license shall expire twelve months from its date of issuance. Application for renewal of a permit or license shall be filed with the licensing agency ten days prior to its expiration each year. Permits or licenses may be revoked for cause after a hearing before the licensing agency. No license shall be transferred nor the place of performance of any service specified therein changed without the written consent of the licensing agency." (Secs. 1623, 1624, 1625 and 1626 Wel. and Inst. Code.)

Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder:

(a) "Name; (b) last previous address; (c) age; (d) nearest of kin; (e) mother's maiden name; (f) person responsible for his care and maintenance; (g) such other data as the State Department of Social Welfare requires." (Sec. 1627 Wel. and Inst. Code.)

"Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the licensing agency." (Sec. 1628 Wel. and Inst. Code.)

"The performance of any service specified in section 1620 of this code without first having secured a license or permit therefor in writing, or refusal to permit or interference with the inspection authorized in section 1621 of this code, is a misdemeanor." (Sec. 1629 Wel. and Inst. Code.)

"The district attorney of every county shall, upon application by the licensing agency institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter." (Sec. 1630 Wel. and Inst. Code.)

1. DEFINITION

(a) A day care home for children is a private family home which accepts from one to six children for care during the day, with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

(b) Day care is a specialized service. It may not be combined with service to:

(1) Adult roomers or boarders
(2) Parents in residence with their children
(3) Boarding children for 24 hour care
(4) Any other service

2. NUMBER AND TYPE OF CHILDREN

The license will specify the number, sex, age, and other limitations as to children who may be cared for. No exception may be made without the approval of the State Department of Social Welfare or of the Accredited Agency which licenses the home.

(a) The number of children accepted for day care, plus the number of children under sixteen years of age in the foster mother's own family, shall not exceed six, except with the approval of the State Department of Social Welfare or its Accredited Agency.

(b) Age and sex will be determined by consideration of the environmental factors affecting the safety and welfare of the children.

(c) So far as practicable, placements should be made in homes of the same religious faith. However, the primary responsibility for the child's religious training remains with his own family, and the foster mother should be respectful of the child's beliefs and observant of his religious customs as to holidays, church attendance, diet, etc.

(d) No more than two infants under two years of age shall be allowed in any day care home under the supervision of one adult, and no more than four at any one time. If two such infants are cared for, no additional children may be accepted unless there is another adult to share supervision.

(e) No mentally defective or epileptic children may be accepted. Responsibility for licensing homes for children of this type rests with the State Department of Institutions.

3. FAMILY CONDITIONS

(a) The foster mother must be of suitable age, education, and temperament to care for children. She should plan cooperatively with the child's own family in such matters as hours of care, diet, habits, method of discipline and relationship of parent and foster parent to the child, etc. "The day home is a supplementary service to the parental home and not a substitute for it." (p. 47, "A Ten Year Experiment in Foster Day Care," Bulletin No. 15, February 1939, Child Welfare League of America, Inc.).

(b) Each member of the household must be in good physical and mental health. It is desirable that each member of the household coming in direct contact with the children or handling their food should have a physical examination.

(c) All members of the household must be of good character, habits, and reputation.

(d) The applicant may not be employed outside of her home.

(e) There shall be no mentally defective person in the family or household, either child or adult.

(f) During the absence of the foster mother, children must be left in charge of a competent adult. If absence is to exceed twenty-four hours, the licensing agency and the child placing agency must be notified immediately, and if possible, in advance.

(g) Children shall be cared for in homes in which a suitable standard of care and comfort is maintained without the income derived from the care of children in the home.

(h) Satisfactory references must be furnished from persons who know the applicant in her own home as a housekeeper and a homemaker, and who can vouch for her integrity and suitability as a foster mother.

4. HOUSING

(a) The home must conform in building and maintenance to the housing, sanitary, and fire safety ordinances of the State, City and County, and be endorsed by the local health officer or a representative of the State Department of Social Welfare.

(b) The home must be in a residential district with sufficient room to accommodate children in a comfortable and sanitary way. There must be an enclosed yard, sufficient for a home playground.

(c) The home must be in a district where the children can attend a school which is conveniently located.

(d) Each room used for rest periods should have adequate ventilation. No child may sleep in a room opening onto an inner court.

(e) Children must have individual cots or beds for rest periods and must be under close supervision and within call of an adult.

(f) Beds used by members of the household may not be used by children for rest periods. Each bed or cot shall have clean, adequate bedding, and rubber sheeting for infants and wetters. Each bed shall have but one occupant.

(g) Fireplaces and open faced heaters must be protected by screens. Gas heaters must be vented and installed with permanent connections and protectors.

(h) There must be adequate provision for the proper care of foods.

(i) Rooms must be comfortably furnished, and provision must be made for the proper care of clothing and personal belongings.

5. RECREATION

(a) There should be provision for indoor as well as outdoor play space.

(b) Since play is the most important part of a young child's day, an assortment of play materials and equipment should be provided. Emphasis should be placed on material which will stimulate activity on the part of the child rather than on mechanical toys which will suggest purely routine use. Sand boxes, swings, wheel barrows, kiddie cars, together with an assortment of boxes, boards, and blocks which children can use for building purposes will be found useful for the out of doors. Crayons, pencils, spools, blunt scissors, scratch paper, scrapbooks, and building blocks are useful for indoor play.

(c) Play periods should be planned for in the day's program. These should include as much time as possible out of doors. There should be time both for physical activity and for quiet enjoyment, such as looking at picture books, listening to stories, etc.

6. HEALTH OF CHILDREN

(a) Prior to admission, each child should have a physical examination including laboratory tests when indicated.

(b) There should be daily inspection of each child by the foster mother as the child enters the home and before he has mingled with the other children. If there are indications of illness, the child should not be accepted for care.

(c) The foster mother must at all times have current information as to how and where the parent or guardian may be reached in the event of illness requiring immediate attention. There should also be provision for medical attendance in the event of emergency. Foster mothers should secure the name and address of the family doctor or clinic.

(d) Individual hair and tooth brushes, towels, and other necessary toilet articles must be arranged for, and each child shall be trained in their proper use.

(e) Children under sixteen years shall not be required to do work other than school tasks and simple home duties, providing these do not interfere with schooling, necessary recreation and health.

(f) There should be a room in which a child may be isolated in the event of illness.

7. DIET

In planning meals consideration should be given to the meals which are being served in the child's own home. The meals served in the foster home offering day care usually provide about one-third of the child's daily needs, or more if a mid-morning or mid-afternoon meal is served.

A general guide for the day's food for a pre-school child will include:

(a) Milk - 3 cups to 1 quart
(b) Egg
(c) Citrus fruit or tomato juice
(d) Green or yellow vegetables
(e) Whole grain cereal
(f) Butter
(g) Fruit other than citrus

It is wise to discuss with the child's own family the food which he will get in his own home during the day in order that this may be supplemented at the noon meal. Children who are very active or underweight benefit from a mid-morning lunch of fruit juice or a glass of milk, but this should not be given if it destroys his interest in his regular meals.

The noon meal should consist of:

(a) Main dish of meat, eggs, cheese, or mild flavored fish
(b) Milk
(c) Fruit or vegetable
(d) Bread and butter
(e) Simple sweets, such as cookies or pudding

Where older children are cared for after school hours, an after-school lunch may be served. This may consist of milk with perhaps fruit, a sandwich or cookies.

8. DISCIPLINE

Corporal punishment must not be given foster children. Foster mothers should consult when necessary with the licensing or child placing agency for advice on problems of behavior in children.

9. REPORTS

(a) The law requires that a register shall be kept in which the name of the child, the last previous address, age, nearest kin, mother's maiden name, person responsible for his care and maintenance, amount paid for care, date of removal of child from the home, the name and address of person making the removal, and reason for removal. The parents of the child should be required by the foster mother to keep her informed of changes in address. A record of children cared for during the past year is required before renewal of license is granted.

(b) Death or illness of a child must be reported at once to the licensing agency. The law requires that the licensing agency must be notified in writing within 48 hours of any changes in the personnel of the home.

(c) Failure to make reports may constitute cause for revocation of license.

(d) Any change in the management or address of the home nullifies the existing license, and a new application must be made at once for another license.

(e) Newspaper offices have been requested to ask to see the license before publishing an advertisement for any home for children.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
NORTHERN CALIFORNIA

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, $300

Reginald Gianelli, Dist. Dir.
Service Division
Work Projects Administration
701 K. Street
Sacramento, California

LODI COORDINATING COUNCIL
305 WEST PINE STREET
LODI, CALIFORNIA

April 21, 1942

Mrs. Eileen M. Niemeyer
Asst. State Supervisor, Nursery Schools
W.P.A. Education Program
660 Mission Street
San Francisco, California

Dear Mrs. Niemeyer:

In accordance with the plans proposed when you visited us on April 15 the Lodi Coordinating Council wishes to apply for a child protection center as outlined by you at that time.

Mr. Chapman of the school department has set the date of Monday, June 8, 1942, as the earliest date for use of Garfield School.

If it can be arranged we would like to start the center on that date and continue it through the rest of June, July and August. It might possibly continue into September if opening of school is delayed for the harvest.

Sincerely yours,

Secretary.

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION
NORTHERN CALIFORNIA

WILLIAM R. LAWSON
ADMINISTRATOR

OLD POST OFFICE BUILDING
701 K STREET, SACRAMENTO

April 28, 1942

Miss Amy L. Boynton, Secretary
Lodi Coordinating Council
306 West Pine Street
Lodi, California.

Dear Miss Boynton:

Mr Boyd plans to be in Lodi on May 6th at 10:00 a.m. with Miss Mary Davies, to discuss further details of your need for a nursery school.

Will it be convenient to meet with you and the Coordinating Council at that time?

Yours very truly,

H. C. HANSON
ACTING DISTRICT MANAGER
DISTRICT #3

BY Helen B. Burgin
Helen B. Burgin
Director, Service Division

JOB:hs

cc: Hanson
Burgin

B+12

May 15, 1942

Mr. J.O.Boyd
Adult Education Department
Sacramento City Schools
18th & K Streets
Sacramento, California

Dear Mr. Boyd:

As the Lodi Coordinating Council has been working for some time with you in the hope that we might find a way to have some assistance in the establishing of a day nursery in Lodi for the harvest season you know what a disappointment it has been to find that new W.P.A. regulations make this impossible.

Since Lodi is an important agricultural center do you think there might be some way that food production might have the same recognition as industrial production in the war effort and communities so engaged receive the same help in caring for the children of working mothers?

We appreciate your efforts in our behalf and hope that something of this nature can be worked out.

Sincerely yours,

Mary L. Boyd

Secretary.